

DEPARTMENT OF THE ARMY
South Plains District Veterinary Command
North Texas Branch
Fort Hood, TX 76544

FH-VTF-07

17 FEB 2009

SUBJECT: Dispensing of Pharmaceuticals

1. **PURPOSE:** This Standard Operating Procedure (SOP) is to establish guideline instructions for authorized pharmaceutical dispensing by the South Plains District Veterinary Command, North Texas Branch Veterinary Services.
2. **APPLICABILITY:** This SOP applies to all personnel (military and civilian) working at the Fort Hood Veterinary Treatment Facility (VTF) and Fort Hood Stray Animal Facility. The Officer-in-Charge (OIC) is responsible for maintaining and updating this SOP and for compliance with directives set forth herein. This SOP will be initially approved by the VTF OIC and annually reviewed by the Chief, North Texas Branch Veterinary Services.
3. **REFERENCES:**
 - a. AR 40-905, Veterinary Health Services
 - b. VETCOM Policy Memorandum - Filling of Prescriptions in VTF's, dated 13 Jan 06.
4. **PROCEDURES:**
 - a. A Veterinary prescription must be used within the context of a valid veterinarian-patient relationship. The relationship exists when the following conditions are met:
 1. The Veterinarian has assumed responsibility for making clinical judgments about the health of the animal and the client has agreed to follow the Veterinarians instructions.
 2. The Veterinarian has sufficient knowledge to initiate at least preliminary diagnosis of the animals' medical condition, has examined the patient, and is personally acquainted with the keeping and care of the animal.
 3. The Veterinarian is readily available for follow up evaluation in the event of an adverse reaction or treatment failure.
 - b. VTF veterinarians will approve all items for use in the treatment and care of animals. Prescription drugs will only be dispensed on the order of the veterinarian. Drugs labeled for use only by order of a licensed veterinarian are prescription drugs. Drug use will be reviewed each time veterinary records are reviewed.

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- c. Any client requesting heartworm preventative must obtain written verification of an occult heartworm test within 1 year (for dogs over 7 months old) and show that the dog has been on the preventative since the test. If a client is unable to obtain proof, the staff may obtain verbal verification from the Veterinary clinic where it was completed. If verification cannot be obtained, an occult heartworm check must be performed. The animal must have been seen at the VTF.
- d. Clients may be granted refills of medications to include heartworm prevention without a prior visit to the VTF at the discretion of the Officer-in-Charge provided that the patient was seen at another military VTF and documentation can be presented.
- e. Other VTF personnel (i.e. technicians, receptionists) will prescribe drugs only authorized or approved for common use and only with proper and documented training conducted by the VCO in charge. Items will be dispensed in properly labeled childproof containers.
- f. Prescription labels will include date, name of drug, strength, number dispensed, VTF name & address telephone, number of refills and name of doctor prescribing the item. After filling the prescription, explain the course of treatment, side effects, cautions, and if necessary demonstrate how to administer the medication to the owner.
- g. FHVTF will not fill prescriptions from off-installation animal clinics. FHVTF is not a retail pharmacy with registered pharmacists and cannot honor such prescriptions. There must be a veterinarian-patient relationship before dispensing or administering prescription medication. Animals must have been examined for the condition of concern during the last 12 months before medication will be dispensed.